

TYPES OF PERMIT APPLICATIONS

- **IMPROVEMENT LOCATION PERMIT - (ILP)**
- Otherwise known as a building permit. This form is required for all construction projects, change of use and electrical upgrades.
- **DEMOLITION PERMIT**— required for demolition projects. Please complete an Improvement Location Permit application.
- **STORMWATER PERMIT**— required for all infrastructure projects not considered maintenance or repair.
- **SEWER PERMIT**— required for all new sanitary sewer lines and taps.
- **RIGHT-OF-WAY PERMIT**— required for all work within the City right-of-way. For state roads, please contact the Indiana Department of Transportation in Crawfordsville at 765-362-3700.
- **SIGN PERMIT**— both permanent and temporary signs require permits.

Types of construction requiring a permit are:

- Any structural project
- Decks
- Above and in-ground swimming pools
- Accessory structures
- Patio slabs and driveways
- Parking places
- Excavations in the City right-of-way

Permits are not required for:

- Cosmetic upkeep
- Re-roofing, as long as structural members are not altered

Submittals for applying for permits are:

- ☐ The necessary application form(s)
- ☐ A site plan
- ☐ Floor plans
- ☐ Elevations
- ☐ Electrical Plans
- ☐ Plumbing Plans
- ☐ Contractor information & bonds
- ☐ Necessary details

HOURS:

The City Engineer's Office issues all building permits within the City of West Lafayette limits. The office is located on the second floor of City Hall at 609 West Navajo Drive. Office hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m.

REVIEW TIME:

The City Engineer's Office has ten (10) working days after ALL required forms and drawings have been submitted to review permit applications. Please allow the necessary time when scheduling your project.

CODES:

Applicable codes for West Lafayette are:

- West Lafayette City Code with Amendments, on-line at:
www.westlafayette.in.gov
- Tippecanoe County Unified Zoning Ordinance, on-line at:
www.tippecanoe.in.gov
- Indiana Department of Homeland Security:
www.in.gov/dhs/
- 2008 National Electrical Code
- 2008 Indiana Building Code
- 2008 Indiana Mechanical Code
- 2005 Indiana Residential Code

SIGNS:

Permanent sign permits should include a dimensioned drawing of the proposed sign including all lettering and logos. A site plan is required if the sign will be free standing.

City Engineer's Office

City of West Lafayette
609 West Navajo Street
West Lafayette, Indiana 47906

Phone: 765-775-5130

Fax: 765-775-5249

www.westlafayette.in.gov

CITY ENGINEER'S OFFICE

THE PERMIT PROCESS

*Working to keep
West Lafayette a
great community!*



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THE PERMIT PROCESS

WHAT IS THE PROCEDURE TO APPLY FOR A PERMIT?

1. **ZONING COMPLIANCE:** First check that the property and the project both comply with the applicable zoning rules (land use). Some typical issues are:

- A. Land Use: Only those uses as Described under the New Unified Zoning Ordinance (NUZO) are allowed within each zoning district.
- A. Parking: All parking spaces and lots must comply with the WL Greenspace Ordinance and NUZO.
- B. Lot Coverage: The allowable lot coverage by buildings, parking lots, and green space must conform to NUZO.
- C. Set-backs: All set-backs for the primary and any accessory use buildings must conform to the requirements of NUZO.
- D. Building Height: The maximum height of the building may not exceed those allowed by NUZO.
- E. Signage: All signage must conform to the size and height requirements as defined by NUZO.

Should these or any other NUZO requirements not be met by the proposed project, a variance, special exception, or re-zone may be required from the Tippecanoe County Area Plan Commission.

2. **SUBDIVISIONS:** All projects within a subdivision must have a recorded plat with the Tippecanoe County Recorder's Office. If a Home Owners Association requires, approval from an Architectural Review Committee may be required prior to submitting for a permit.

3. **GREENSPACE:** The project must comply with the applicable sections of the West Lafayette Greenspace Ordinance. Copies of this document are available on-line at:

www.westlafayette.in.gov

4. CONSTRUCTION DOCUMENTS:

- Submit two (2) complete sets of construction documents including all plans and specifications.
- Submit the appropriate permit application forms, sub-contractor information, & bonds.
- Pay the appropriate application fees. The exact fee will be calculated by our office at the time of submittal.

5. **REVIEW:** After **ALL** required information has been submitted and received by our office we will complete our review within ten (10) working days. No review will start until all required documents have been received.

6. **APPROVAL:** Upon successful review of all project issues, our office will issue a permit for the work with the appropriate job-site placards. Work on the project may not begin and no inspections will be granted until this approval has been granted.

7. **INSPECTIONS:** Don't forget to call for all the required inspections once construction is underway.

WHAT SHOULD THE CONSTRUCTION DOCUMENTS INCLUDE?

All permit applications should include the following with the exception of sign permits and electrical upgrades.

Provide floor plans for each level and a foundation plan to include:

- All walls, windows, doors, fixtures, dimensions, etc
- A window schedule, including manufacturer's name and model number(s)
- Smoke detectors
- Bath exhaust fans or operable windows
- Electrical layout
- Sump pumps, plumbing and mechanical locations
- Garage floor slope
- Structural elements and information
- Handicap accessibility elements

Provide elevation views specifying:

- Roof pitch
- Floor to ceiling height of each story
- Size of structural floor members

Submit wall sections to include:

- Foundation, wall, and ceiling insulation. Do not just give an R-value, specify how that R-value will be achieved.
- Footing and foundation size, depth, and footing drains, if applicable
- Roof to ceiling construction to include structural data if not using pre-engineered trusses, and ventilation.

Submit any other applicable details:

- Stairway details including rise, run, width, headroom clearance and handrail height
- Guardrail detail to include height and intermediate rail spacing
- Fire & Life Safety details
- Accessibility details
- Common wall cross section showing fire rating.

Submit all required stormwater plans & design:

- Drainage design and calculations
- Stormwater Management Plans showing all required elements per the WL Stormwater Ordinance.

If you are unsure if your project requires a permit, please contact the Engineer's Office at (765) 775-5130.